



STUDENT HANDBOOK
~2019-2020~

REVISED AUGUST, 2019

Dear Students,

Whether you are new to MBC or returning for another year of studies, we extend a warm welcome to each of you! We've been praying for you by name ahead of your arrival, and we believe with full conviction that you are here because of God's good plan and design for your life. It is our earnest prayer that your time with us will be transformative - intellectually, spiritually and relationally. We are excited to see how the Lord will use this experience in preparation for the good works He prepared in advance for you (Eph. 2:10). We want you to grow in your knowledge of the Word, develop godly character and increase in your ability to impact the world. The world outside of our walls desperately needs passionate, trained, gospel workers in all vocations, who want nothing more than to serve Jesus Christ with excellence and reach a lost world with the hope of the gospel, and we take seriously our responsibility to mentor and shape you for this purpose.

Every functioning biblical community has a set of shared values rooted in Scripture and guided by reason. This handbook in some respects defines the values we expect you to pursue, the conduct we expect you to exhibit, and the ideals we desire you to uphold. Please read through what is contained in this handbook carefully so that you are not unaware of the specifics of MBC's policies and procedures. Living and learning in close proximity with others requires a commitment to consider others as more important than yourself (Phil. 2:3) and be the servant of all (Mark 9:35). Much of what is contained within can be summed up in those directives, looking to Jesus as the ultimate example. When a group is of "one mind and heart" on these matters and is looking out with each other's best interests in mind, the result is an atmosphere of unity, harmony, forgiveness and mutual encouragement.

Undoubtedly this year will have many highs and lows. We stand by, eager to rejoice with you in the victories and to help you through the valleys. Remember, God has brought you here for a purpose and plans to use your time here to shape you into a person who increasingly reflects the reality of Jesus. Our encouragement to you is to be soft clay in the hands of the Potter.

If you have any questions, we are happy to answer them. If there are ways we can be of service to you, consider our doors open at any time.

In His grip,

Glen Schaumloeffel
Dean of Students

Jenni O'Brian
Dean of Women

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Contact Information

You may access our website at montanabiblecollege.edu.

Individual Faculty/Staff and E-mail

When corresponding with a particular staff or faculty member, please address correspondence as follows:

Individual's Name
Montana Bible College
3625 S. 19th Ave.
Bozeman, MT 59718

Micah Forsythe	Discipleship Director micah.forsythe@montanabiblecollege.edu
Leota Fred	Business Manager leota.fred@montanabiblecollege.edu
Andre Gazal	Vice President of Academic Affairs andre.gazal@montanabiblecollege.edu
Dan Hovestol	Enrollment Management Consultant dan.hovestol@montanabiblecollege.edu
Susan Jackson	Director of Admissions susan.jackson@montanabiblecollege.edu
James Jeong	Executive Assistant jjeong@montanabiblecollege.edu
Danny Johnson	Facilities Manager djohnson@montanabiblecollege.edu
Jenni O'Brian	Dean of Women/Director of Assessment jenni.obrian@montanabiblecollege.edu
Larissa Orman	Library Assistant larissa.orman@montanabiblecollege.edu
Austin Ruhl	IT Coordinator austin.ruhl@montanabiblecollege.edu
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Louise Turner	Registrar louise.turner@montanabiblecollege.edu
Ryan Ward	President ryan.ward@montanabiblecollege.edu
Dan Wielenga	Instructor dan.wielenga@montanabiblecollege.edu

Receiving Mail at Residence Halls

If you will be living in MBC housing and wish to receive mail there, direct senders to address their envelopes in the following manner:

Cornerstone Hall (women’s residence) Dayspring Hall (men’s residence)

(Your Name)
50 Cornerstone Way Apt. ____
Bozeman, MT 59718

(Your Name)
49 Cornerstone Way Apt. ____
Bozeman, MT 59718

Providence Hall (married student housing)

(Your Name)
100 Discovery Drive
Bozeman, MT 59718

Staff Phone Extensions

When dialing the following staff members at the MBC office, please use the following extensions:

James Jeong	10
Ryan Ward	11
Glen Schaumloeffel	12
Andre Gazal	13
Micah Forsythe.....	14
Susan Jackson	15
Leota Fred	16
Jenni O’Brian	17
Austin Ruhl	18
Dan Wielenga	19
Danny Johnson.....	22
Louise Turner.....	24
Library (Larissa Orman)	25

Directory Information

MBC policy with respect to release of directory information is as follows:

- ❖ No student information will be given out over the phone to anyone with whom the administration is not familiar.

- ❖ Address and phone number information is released to the student body each term in the form of a phone list.
- ❖ Should a student wish to protect all personal contact information, he or she must notify the office and provide a list of names to whom contact information may be provided.

Emergency Procedures

In case of an emergency, or if you deem that a person needs immediate medical attention (i.e. a person is not breathing or has been severely injured and is profusely bleeding), call 911. Immediately thereafter, call the MBC office to report the incident. Please be sure to put the office number into your cell phone contact list (406-586-3585). If there is an emergency of any other kind, if at all possible, call the MBC office immediately to report the situation.

Montana Bible College Distinctives

Bible colleges have been a vital extension of the Christian education movement for over a century. The thousands of fruitful Christians who have received training in these institutions attest to the strength of this movement across America and around the world.

Montana Bible College is happy to build upon such a foundation. Seeking to utilize the greatest strengths of this tradition, Montana Bible College has also chosen to emphasize certain distinctives:

- Personal discipleship
- A life of academic excellence
- Focus on the “how” of Bible study
- Rural church ministry
- Local church involvement
- No debt and without dependence

Personal Discipleship

Discipleship is the primary emphasis of Montana Bible College. We believe it is critical that students learn the skills to disciple another man or woman and the humility to seek to be disciplined themselves. Indeed, discipleship is the means

to fulfill the command Jesus gave in His Great Commission “Go and make disciples of all the nations...” (Matthew 28:19). We want students to leave MBC with a vision for ministering to God’s people by living a Godly life and calling others to follow them, be trained by them, even mimic them. We wish for our students to be able to compel other believers to “imitate me as I imitate Christ” (1 Corinthians 11:1). This is a high calling, but one we believe stems from a humble heart before Christ (Galatians 2:20). We are called to live our lives in such a way that others might be able to follow. The direct process of discipling may look somewhat unique to specific contexts, but all students seeking a degree from MBC will be expected to engage their lives in the training of others.

A Life of Academic Excellence

Every Bible college aims for academic excellence, and we are no exception. In the definition of academic excellence, however, we may be somewhat unique. While not detracting from the importance of mastering information, we nevertheless maintain that the heart of academic excellence in Christian education is application/obedience. Our aim is to present men and women mature and complete in Christ.

Focus on the “How” of Bible Study

While we desire to teach students God’s Word, our focus is to teach students how to study God’s Word. To that end we introduce the tools of Bible study, instruct in the use of those tools, and offer supervised, hands-on experience. Each Bible exposition class incorporates both class sessions and individual assignments revolving around personal study of the Scriptures.

Rural Church Ministry

Recognizing that the majority of churches worldwide consist of fewer than 200 people, and because of the location of Montana Bible College, we are in a position to specialize in rural and small town church ministries. Few schools have that option, and, to our knowledge, no other Bible college has chosen such an emphasis.

Local Church Involvement

We strongly encourage students to get involved in a local church and choose areas in which to minister. Upperclassmen are assigned projects in local churches as class assignments, and seniors participate in a supervised internship in a local church. We believe the Bible college that concentrates on

such integration is rendering a service to the body of Christ and to its students.

No Debt and Without Dependence

Montana Bible College has chosen to be debt-free as an institution. We believe this is a matter of faithful stewardship and a God-honoring witness. Therefore, we also want our students to graduate without the hindrances of college loans to pay off. So we require students to pay all outstanding tuition and fees before enrolling for another semester at MBC. Furthermore, though MBC is eligible for Federal Title IV funding, we have chosen not to participate. We wish to remain free from dependence on the government and free from the “strings” attached to government money. We would rather see God get the glory for providing the funds to equip His people!

Campus Ministries

Chapel

Chapel is considered a vital part of Montana Bible College’s overall curriculum, complementing a student’s academic and learning experience. Because of this, chapel provides God-honoring and meaningful times of corporate worship for students and staff alike. While chapel will occasionally feature speakers from various camps, ministry organizations, mission organizations, and local churches, our primary intention is to address issues pertinent to our students’ lives. Further, our students take part in the chapel process through music worship teams, personal testimonies, and sharing from God’s Word.

Day of Prayer

A Day of Prayer is set aside each semester as a special time for the entire college community to gather for heart-searching prayer and praise. In addition to the Day of Prayer, small groups of students, administration, and faculty gather regularly throughout the year for prayer.

Student Service

MBC believes that serving others is a vital part of a living testimony of Jesus. Care and maintenance of MBC facilities is an important aspect of service and good stewardship regarding what the Lord has given us. We also wish to keep student fees and tuition affordable. For these reasons, all full-time students and dorm residents are required to have a student service job. Most jobs can be completed in an hour to an hour and a half each week. Because the administration views this as an important part of life here at MBC, **failure to**

complete your weekly service job will carry with it the following consequences: first failure to complete the weekly service job will result in a warning; the second failure to complete the weekly service job will result in a \$20.00 fine; the third failure to complete the weekly service job will result in a \$30.00 fine as well as a meeting with the Dean's office with potential further consequences to follow.

Use of Facilities

Due to the fact that we are guests in Grace Bible Church's building, please treat the facilities as such. If you would like to use a room in this facility outside of class time, please reserve it with staff in the Grace Bible Church office. Should a situation arise where any damage is done, it will be the responsibility of the individual(s) involved to see that the problem is repaired. Keep in mind this is an academic atmosphere, therefore please conduct yourself appropriately (no napping, no using unreserved rooms, no bare feet, etc.).

Student Requirements

Philosophy of Student Requirements

Montana Bible College is committed to developing its students into people who obey God because they are personally accountable to Him and His Word. Our policies regarding student conduct are divided into two categories: biblical mandates and college policies. Biblical mandates are specific commands from God's Word which apply to a believer's life. College policies are designed by the MBC administration to facilitate an educational environment that honors the Lord.

As an academic and spiritual community, Montana Bible College asks students to adhere to both biblical mandates and college policies while the semester is in session, while they are representing the College in an official capacity (mission trips, concerts, etc.), and during Thanksgiving and spring breaks (this also includes Christmas and summer breaks for those students living in MBC residence facilities during these breaks).

The student, by virtue of his/her signature on the MBC application for admission, agrees to pursue Christlikeness while at the College, both on and off campus, while each semester is in session or while participating in any College-sponsored program. During holiday, spring, and summer breaks,

MBC students are expected to honor the Lord by living lives submitted to the biblical mandates and encouraged to honor the authority of parents, church leaders, and employers in regard to matters of personal preference.

Biblical Mandates

We commit to love students by encouraging them to walk in the Spirit and by confronting sin in their lives. In Galatians 5:16-23, God reveals that there will be a struggle in believers characterized by works of the flesh and fruits of the Spirit. As students live in close proximity to one another, there will be many times where the flesh will desire one thing, but the Spirit another. The following are some key biblical mandates to keep in mind while living in a college community. Those listed under “Walking in the Spirit” should be manifested in the heart and life of every believer. Those listed under “Walking in the Flesh” describe sin which is characteristic of slavery to sin and not consistent with the transformed heart and life of a believer.

Walking in the Spirit

Loving One Another

As believers, we are called to love one another (Colossians 3:12-14). This love is not always easy and applies to loving family, College faculty and staff, fellow students, and even roommates. **We will call students to love, honor, and prefer one another and to manifest that love in their lifestyle.**

Submission to Authority

Romans 13:1-7 states that believers should have an attitude of submission toward all authorities as God ordained. **We will call students to submit to all authorities in their life, including parents, school administration, and government.**

Stewardship

God is the giver of all things to man, whether spiritual or physical. The believer is called to honor God with his or her possessions in Proverbs 3:9. Everything that God has entrusted to a person – their money, belongings, skills and abilities – are to be used to glorify God. **We will call students to be good stewards of their belongings, room, education, time, and spiritual gifting.**

Modesty

All believers are called to exhibit modesty. As described in 1 Peter 3:8, this is expressed in an attitude of submission rather than pride. Modesty can be seen in speech, in action, or in choice of clothing or personal appearance. **We will call both men and women to have a humble spirit and be modest in word, deed, and appearance.**

Relationships

While in the College atmosphere here at Montana Bible College, we encourage the development of godly relationships among students. We recognize these relationships are an opportunity to exhibit Christlike character toward one another for the glory of God. In these friendships, we recognize the potential for long-term romantic relationships to develop. **We will, however, call students to the priority of developing and maintaining friendship relationships as brothers and sisters in the body of Christ.**

Walking in the Flesh

Anger

Galatians 5:20 lists “outbursts of anger” as a work of the flesh. Often times, pride will deceive our hearts into thinking that our needs are the most important. This can result in anger when we don’t get our way. We are called as believers to look out for the interests of others and exalt others above ourselves as shown in Philippians 2. **We will call students to consider others as more important than themselves.**

Jealousy

Jealousy is also listed in Galatians 5:20 as a work of the flesh. We can be tempted to desire what others have, because we think we deserve it or are better than they are. This is another area where pride infects our thinking. We must learn to be content in whatever circumstances, as Paul teaches in Philippians 4:10-14. “I can do all things through Him who strengthens me” refers to living in any physical circumstance, whether in poverty or in riches. **We will call students to be content in their present circumstance.**

Deception

Ephesians 4:25 calls believers to lay aside falsehood and speak the truth with others. Deception can occur in many subtle forms. We can be tempted to lie outright, to change circumstances to make ourselves or others look better, to

hide the truth in silence, or to spread lies about others. All of these are sin and have destructive consequences. **We will call students to speak truthfully.**

Unwholesome Speech

Ephesians 4:29 calls believers not to speak with unwholesome words but to build up others with their speech. The sin is in speaking words that tear people down, disrespect people, that are spoken with the intent to hurt others, and that contain coarse or sensual joking. **We will call students to speech that edifies others.**

Stealing

Exodus 20:15 expresses a simple command from the Lord: “You shall not steal.” While this may seem elementary, there are constant temptations to steal from others. There may be temptations to steal others’ property, money, food, time or even academic work. **We will call students to respect that which belongs to others.**

Lust

In 1 Peter 2:11, God calls believers to abstain from “fleshly lusts”. Our flesh will tempt us to pursue its desires without thinking. These may be sexual desires, material desires, or proud desires. We will call students to manifest self-control. We also recognize that sin is manifested when others tempt a fellow believer to lust. **We will call our students to love each other by setting aside dress, speech, or possessions that unnecessarily tempt their brother or sister.**

Sexual Immorality

1 Thessalonians 4:3-5 says, “For this is the will of God, your sanctification; that is, that you abstain from sexual immorality; that each of you know how to possess his own vessel in sanctification and honor, not in lustful passion, like the Gentiles who do not know God.” This passage tells us that sexual involvement outside of marriage is anything but an expression of real love. God’s standard is toward progressive purity and holiness, with both the desires of the heart and the actions of the body. **We will call students to sexual purity in thought and deed and to abstain from any form of unbiblical or extra-marital sexual relations.**

Substance Abuse

Ephesians 5:18 calls believers not to be drunk with wine, but to be “filled with the Holy Spirit.” The difference is control. God doesn’t want alcohol or any

other substance to control our behavior, but He wants His Holy Spirit to control our behavior. **We will call students to be controlled by the Spirit rather than by substances.**

Entitlement

Philippians 2:1-4 speaks plainly to the desire of God that we put down the priority of “self.” In society today we are encouraged to do the opposite, look out for “self” and pursue what we feel we are owed. This mindset has also crept into the Church to the extent that we believe as Christians we are owed something by others and even by God Himself. **We will call students to strive to put away self and the entitlement mindset.**

College Policies

Adherence

As an academic and spiritual community, Montana Bible College encourages students to adhere in full to college policies while the semester is in session, while they are representing the College in an official capacity (including Thanksgiving or spring breaks), or while residing in MBC residence housing. By adhering to these policies, the student does not only love his brothers and sisters who attend MBC, but is also honoring the leadership of the College.

MBC recognizes that its policies are not quotations of Scripture. However, we believe they represent godly wisdom for the life of the believer, especially those in a college environment. If a student has difficulty living according to the expectations of MBC in these areas, he or she is encouraged to bring any concerns or questions to a dean of students. If a student knowingly fails to attempt to live in a Christ-honoring way, the dean may contact the student and encourage him/her in following a path more conducive to personal growth and the service of others.

General Conduct

Montana Bible College prohibits students from possessing or viewing pornographic material in any form.

MBC prohibits students from bringing to the classroom any weapons, explosives, firearms, BB or pellet guns, paintball guns, and other objects or

materials that the dean of students judges may be harmful to students' safety.

All students are expected to abide by Montana state law regarding the possessing or consuming of tobacco products (at least 18 years of age) and alcoholic beverages (at least 21 years of age). In addition, in submission to the request of Grace Bible Church and adherence to MBC policy, alcohol and tobacco products are not to be consumed anywhere on church property; this includes vapes/e-cigarettes. For those in MBC housing, please reference the Alcohol/Tobacco policy included in the "Housing Policies" section of this handbook.

Finally, in submission to God's command, students are not to use alcohol in a manner that could be deemed excessive or as a stumbling block to others (1Cor. 10:23-24). Should any student consume alcohol in excess, to the point of drunkenness, he or she may face immediate expulsion or similar consequences. Due to the damage that can occur to Christ's reputation with regard to alcohol consumption, MBC strongly encourages abstinence from alcohol.

MBC prohibits the possession and use of any illegal drugs or controlled medication without a prescription. The use of medically prescribed marijuana or marijuana infused products is prohibited anywhere on our campus, classrooms or offices. (See MCA 50-46-320) If any student is a registered cardholder, he/she must contact the deans' offices for our institution's full policy.

Appearance and Dress Code

We recognize that our relationship with Christ is secure and is not related to our observance of external standards. We also recognize that our testimony before others is very much tied to how our appearance and actions are perceived by them. Therefore, we urge each student to give careful attention to strengthening his or her personal testimony and that of the school he or she represents by wearing clothing that is modest, appropriate, and becoming.

Because personal grooming and appropriate attire represent an important dimension of your spiritual and social development, occasions may arise where MBC will give guidance to groups or individuals as to how to judge appropriately what constitutes attire befitting a Bible college student or environment. Also, please plan on "dress up" attire for certain special events

that are part of the college calendar each semester.

Church Attendance

We ask that all students attend a local church each week, and we encourage their involvement in the ministries of that body. For freshman, this will be tracked through MD 105 and for upper division students through their discipleship relationships.

Chapel

Because Montana Bible College places a high priority on the opportunity for corporate worship, all students registered for seven or more credits are required to attend chapel on Tuesday and Thursday mornings at 11:00. There will be a pass/fail given on official transcripts for chapel attendance.

Students not registered for seven or more credits are strongly encouraged to make chapel a part of their weekly schedule.

Quiet Times

Because Montana Bible College places a high priority on personal spiritual formation and sees the value of developing this habit of spiritual discipline, all students are encouraged and expected to develop and maintain regular, daily devotions. Accountability for quiet times will be monitored in two ways. Sophomores through seniors will be required to have quiet times, but they will be accountable to their discipler. For freshman and transfer students, this process will be more structured. These students will be required to sign in at 7:15 a.m. every Monday through Thursday morning at Grace Bible Church. Attendance will be recorded. The missing of these times will be addressed by either the discipleship director or the dean of students. This will be required for the entire year for freshman, but only the first semester for transfer students. This requirement is not meant to be legalistic. We merely recognize the value of discipline and forming sanctifying habits. The goal is that this will become habit-forming and that each student would learn to treasure these times. Even more important to us is the desire that this will continue to be a regular and vital part of the student's walk with the Lord throughout their time at MBC, as well as the rest of their life. If you have any questions regarding this, please contact the dean of students.

Tuesday Lunch

We invite all students to enjoy a meal together every Tuesday, following our

chapel service. Lunch is provided from student services funds and provides an opportunity for faculty, staff, and students to enjoy fellowship together around the meal. Students and friends who have not paid the student services fee may attend, and a donation for the meal is requested.

Class Attendance

The faculty and administration are very concerned about attendance and punctuality. Missed class time can never be fully reclaimed; missed instruction and discussion are simply lost opportunities to learn. Absenteeism also requires extra time on the part of professors and instructors. However, since absences will occur from time to time, the following policy will apply:

Absences will be recorded and will affect a student's grade according to the following calculation:

- 1 credit class – students may miss 2 hours without penalty
- 2 credit class – students may miss 4 hours without penalty
- 3 credit class – students may miss 6 hours without penalty

Any absences beyond the number of hours stipulated above will result in a lowering of the student's grade unless such absences are excused by the vice president of academic affairs. Approval forms are available in the MBC office. If you expect to be absent during the semester, please budget your absences accordingly. Talk with James, the Executive Assistant, should an emergency arise.

Please note that faculty may also count a student absent who is late to a class or is late repeatedly.

Student Concerns and Grievances

Concerns are issues which may be resolved through an informal process of discussion and listening, comforting, encouraging, and instructing in biblical principles such as stewardship of resources, conflict resolution, diligence, perseverance, etc. For off campus and married students, concerns may be handled by faculty and/or staff. Resident Assistants (RAs) are the avenue of voicing concerns for all dorm students. No formal documentation is needed in the expressing of concerns. Examples of concerns would include many roommate struggles, a feeling that an instructor was unfair in an assignment,

wondering if a policy reflects biblical truth, etc.

Grievances are issues needing more formal attention or intervention. These issues are serious enough that the appropriate MBC office needs to be alerted to the situation in order to take action and that the issue must be documented using a student grievance form and filed in a student's permanent file. Indicators that an issue is a grievance, not just a concern are: clear MBC policy is being violated, someone is being harmed, laws are being broken, disciplinary action likely or certainly needs to be taken, an issue has been raised without any appropriate action resulting.

Official actions would include, but are not limited to, mediating conflict situations and initiating the disciplinary process. This disciplinary process could include probationary evaluation of performance, suspension, or removal from employment or matriculation. Grievances must be funneled to and handled under the direction of the offices of vice president of academic affairs or dean of students.

Any and all grievances regarding academics should be reported to the office of the vice president of academic affairs. Any and all other grievances should also be reported to Glen Schaumloeffel, Dean of Students. If the grievance is regarding the head of either of these offices the reporting should be as follows: grievances about the vice president of academic affairs should be reported to the office of the president. If the grievance is about the dean of students it should be reported to the office of the president. If the grievance is about the president, it should be reported to the chairman of the board of directors.

Student grievances will be heard by the appropriate department and mediation will be overseen by either the vice president of academic affairs or president with a view to resolution of the grievance. The goal of mediation is resolution of the grievance to the satisfaction of both the student and the person who is the object of the grievance. All grievances will be taken seriously and pursued until resolution is accomplished.

Any grievance brought by a student will in no way impact that student's progress or success at Montana Bible College. Likewise, any grievance brought against an employee of MBC or another student will not adversely affect that employee or student outside of possible action toward remedy of the grievance. Should any decision be made that requires action on the part of an

accused party, full documentation will be included in that employee's or student's file. Any and all decisions are open for appeal to the appropriate supervisor of the mediator or to the MBC board of directors. An advocate for the student in such cases will be asked to assist the student in making an appeal and is available for earlier discussion of the grievance as it progresses through mediation if requested.

Housing Policies

Student Housing Plan

During your Bible college days, your life will be challenged as never before. The daily, systematic teaching of God's Word will be like the high-protein diet of an athlete in training. But that bodybuilding nutrition will be transformed into responsive, powerful muscle only through the discipline and joy of daily training. One important dimension of your Bible college training will be that of living with fellow Christian students. In other words, how and where you live during your time at Bible college is not an incidental consideration – it is an integral part of your education.

Montana Bible College presently has three residence halls. All first-year students are expected to reside in MBC housing. An exception to this is made when a student plans to live with family members in the Bozeman vicinity. Upper division students are encouraged to live on campus, if space is available, or with other MBC students in off-campus housing. One of our residence halls has a limited capacity to house married students on a first come, first served basis.

All students residing in the dorms are required to be disciplined. If you are not taking Evangelism and Discipleship or a Discipleship Lab, you must contact the dean of students or dean of women to be paired up with a discipler.

All single students living in the dorms are required to attend the weekly dorm meeting. The timing of the dorm meetings are scheduled by the deans each year.

Part-time and married students not in the dorms are responsible to find their own housing, but the school will work with them in every feasible way. Housing is in great demand in the Bozeman area, so we urge all students who will not be in the residence halls to begin securing housing as early as possible.

Occupancy of Student Housing

Campus housing for single students is available for occupancy from the Wednesday before semester registration through the Sunday after final exams. All personal items must be removed from the building at this time, the apartment thoroughly cleaned, a check-out appointment completed, and pass keys returned to the facilities manager.

If a student wishes to arrive early or leave later, additional rent will be charged. Additional rent will also be charged if personal items are not removed by the stated move-out date. Students will incur additional costs if the apartment is not thoroughly cleaned before move-out.

Delinquent Rent Payment and Housing Disciplinary Action

Any student who accrues more than one month's rent owing to the College will need to make other housing arrangements. If extenuating circumstances apply, it is the responsibility of that student to communicate with the business office regarding these circumstances.

A student who does not address requests made by staff members regarding disciplinary issues related to housing or dorm living may be placed on housing probation. This consists of focused discipleship of the student by providing intensive oversight of housing.

Abandoned Property

Any personal property left in student housing after the student leaves is considered abandoned property and will be treated accordingly by MBC. Any expenses incurred from discarding this property will be billed to the student.

Housing Policies

Rules, guidelines, and procedures in campus housing are for the perpetuation of an atmosphere that is conducive to study, fellowship, sleep, and mutual respect of all residents. We ask every student to respect all of the College facilities.

There must be at least three people present when there is a mixed-gender group. Married couples are excluded from this guideline. Any mixed-gender group is expected to exhibit Christ-honoring behavior at all times in any location, on or off campus.

Electronic Media and Social Networking

We recognize that social networking (Facebook, Twitter, Instagram, etc...) can be a great way to keep in touch and communicate. We also recognize the potential for inappropriate use of social media. MBC expects its employees and students to be above reproach in all their personal and professional interactions on social media. A few specifics include:

- (1) Not viewing or posting content that is unwholesome and out of place for God's holy people (Ephesians 5:3-4);
- (2) Not posting inflammatory subject matter that would draw the school or its constituents into unprofitable arguments (2 Timothy 2:23-26; Titus 3:9);
- (3) Not engaging online in debates or discussions about complaints or grievances in relation to the College;
- (4) Using social media to build up people and ministries, rather than tear down (Ephesians 4:29); and
- (5) Guarding our time use so that social media doesn't hinder face-to-face relationships, work, or student responsibilities.

Personal Interaction: Though MBC expects all persons connected with the College to handle social media according to the biblical principles just listed, MBC does not make it a practice to mandate or actively police personal interaction on social media. Please remember to protect the reputation of Christ, first, and also of the College, understanding that each person associated with MBC is a representative, whether acting in a personal or professional capacity. Also, please consider that, once posted, content becomes permanently public. So think twice before posting. Check your facts and your heart. If you have concerns about the personal social media interaction of another MBC person, please share that concern in private, as per biblical principle (Matthew 18:15-17), and use the normal MBC grievance/disciplinary procedure.

MBC regularly uses photos of students in promotional material in print and on the internet. To maintain integrity in its own policies, MBC requests students to inform the dean of students or the dean of women if he/she wishes for pictures not to be used in promotional materials.

TV Viewing and Video Games

Temptation to inappropriate materials and excessive time spent in

unproductive endeavors seems easier in private. Therefore, MBC encourages students to help one another in developing good habits. Students are expected to maintain a high standard in regard to what is watched and played, according to the biblical mandates set forth on pages 9-12. Movies with sexual content, sexual innuendo, and nudity are not allowed. Movies with a rating of “R” are not allowed unless special permission is given by the dean of students.

TV Viewing For all students in campus housing (both single and married), televisions are allowed in your apartment. You are responsible for the reception through rabbit ears and analog converter boxes. Montana Bible College will not permit satellite dishes or Direct TV equipment to be installed. Television and movie viewing is allowed in the common areas of the dorms and the TV room of the Student Union.

Video Games The playing of video games is restricted to the common area of the women’s dorm and the Student Union in the guy’s dorms. See SUB guidelines on pg. 28 for further detail.

Personal desktop computers, laptops, TVs, and cell phones may not be used for television, movie viewing, or video games in any bedrooms. Times delineated in the student handbook under the sections titled “Curfew” and “Quiet Hours” apply in the area of TV and movie viewing, as well as the playing of video games.

Curfew/Quiet Hours

Sunday – Wednesday

Montana Bible College’s dorm students are generally expected to be in their respective dorms by 12 a.m. Sunday through Wednesday nights. Should something prevent your returning to the dorms on any given night, as a courtesy and to prevent undue concern, it is required that you notify an RA before that time giving a brief reason for your absence.

Quiet hours are from 10:00 p.m. to 8:00 a.m. All women should be out of the men’s dorms and men out of the women’s dorms, including the common area of the women’s dorms, between those hours. With respect for others, please turn off TVs and radios during this time (unless using headphones).

Thursday – Saturday

Montana Bible College's dorm students are expected to be in their respective dorms by 2:00 a.m. Thursday through Saturday nights. Should something prevent your returning to the dorms on any given night, as a courtesy and to prevent undue concern, it is required that you notify a RA before that time giving a brief reason for your absence.

Quiet hours are from 12:00 a.m. to 8:00 a.m. All women should be out of the men's dorms and men out of the women's dorms, including the common area of the women's dorms, between those hours. With respect for others, please turn off TVs and radios during this time (unless using headphones).

Visitors

Regular guest rooms are not available, but guests of a student may stay in the residence halls (male guests in the men's apartments and females in the women's apartments). Each student will be responsible for the conduct and behavior of his or her guest. Be sure to contact one of the RAs to obtain and fill out a visitor information form one week prior to your guest's arrival. Also, be considerate and secure your roommates' consent to having your guest stay in the apartment. Note that extended visits (longer than three nights) are prohibited, and the college staff reserves the right to ask any guest to leave the campus at any time. We expect guests to comply with the same rules, curfews, and quiet hours as the students they are visiting.

Care of Dorm Facilities

Each residence hall is equipped with laundry facilities. Please keep this area free of bottles and boxes and be prompt in picking up clothing. Please finish all laundry by 10:00 p.m.

The "common areas" of the residence halls are for relaxation and enjoyment. Special care should be taken in keeping them neat and presentable in consideration of fellow students and guests. Taking responsibility for cleaning up after yourself in these areas is a simple way to demonstrate stewardship as well as a great way to love the next person who will come to use them.

If personal items are left in the common areas, such as cups, notebooks, clothes, electronics, etc..., the facilities manager will treat such items as abandoned property (see pg. 18). In order to avoid losing your property, please ensure that you do not leave it in the common areas of the dorms.

The safety of our residents is extremely important. In order to ensure the safety of all residents, please make sure to keep the entrances to the dorms closed at all times. Do not prop open the doors with rugs or other objects. Doing so gives unauthorized guests (people as well as animals) the opportunity to enter our premises.

Providence Hall residents, please keep the foyer neat and tidy. Please do not use the foyer for storage.

Insurance

Montana Bible College does not provide insurance coverage for the personal property of MBC housing residents. Therefore, tenants are advised to obtain their own comprehensive renter's insurance policy for theft and damage of personal property. This insurance is available through any insurance underwriter.

Smoking/Alcohol Policy

Possession and consumption of tobacco products, which includes vapes/e-cigarettes, and alcoholic beverages are prohibited in MBC residence halls and on the grounds that surround them, including inside vehicles. This policy is in effect for married and single students alike.

The use of tobacco products and alcohol is prohibited in any form at any location by those under the legal age of use in the state of Montana.

The use of tobacco products and alcohol by those of legal age is discouraged but not prohibited by Montana Bible College so students do not harm the reputation of the Lord, the College, or the individual students themselves.

Abuse and/or misuse of alcohol in any form will be dealt with through the dean of students office.

At all times, the issue of alcohol and tobacco use, as with all other issues under the category of "questionable practices" or "gray areas" should be governed by the principles set forth in Romans 14:1-15:13 and 1Corinthians 8-10.

Storage Room

The student storage area in the SUB is for students residing in the residence halls. In order to use this area, a storage agreement must be signed with the

business manager. Students who wish to store their belongings during the summer months must pay a \$50.00 deposit to the business office. The deposit will be refunded when all belongings are removed. Students who wish to store their belongings for an extended period must pay an annual fee of \$50.00. All items stored must be neatly boxed, taped, and clearly marked with name of the student. If items are not stored and marked according to the above instructions, they will be removed and disposed of. Stored items must be limited to what fits in your designated space.

Resident Assistants

Each of the single student residence halls has at least one resident assistant (RA). The RA is typically an upper division student living on campus, who will be available to answer questions, provide spiritual shepherding, and assist in the day-to-day function of the residence halls. RAs hold their position with the approval of the administrative offices of MBC and therefore carry authority from those offices and should be respected as such. If you fail to comply with any request from an RA, be prepared to explain to the dean's office why you chose to follow your own path.

Danny Johnson, the Facilities Manager, oversees the maintenance of the residence buildings. The preferred procedure to alert the facilities manager to an issue is to complete the maintenance/repair request form (you can obtain from an R.A. or in the MBC office) and put it in Danny's box in the MBC office. If it is an emergency issue (e.g., the washer is shooting water everywhere), please contact him immediately.

Resident Assistant Application Process

Students interested in serving as a resident assistant must complete an application and submit recommendations. It is required for all RA applicants to have a cumulative GPA of 3.0 or above (this standard must be maintained throughout the RA's tenure). Resident assistants will then be chosen from the applicants and awarded tuition and/or room discounts commensurate with time spent serving in this role. These positions are reserved for upper division students who demonstrate high Christian character and a heart for discipleship. Application and recommendation forms are available from the dean of students.

Room Policies

Absence

When a single student stays elsewhere overnight, they are required to notify their RAs and provide a brief reason for their absence (See Curfew/Quiet Hours).

Dorm Cleanliness for Dayspring and Cornerstone Halls

Dorm checks will be performed every Monday at 3:30pm. Additionally, there will be a random second check some time at the end of the week. No area will be considered off-limits to these checks. The facilities manager will provide a weekly cleaning checklist at the beginning of the year. Please refer to it for the cleaning expectations.

Should there be areas that need attention, we will address these concerns with the student(s). On the second deficiency, a \$20.00 fine will be issued for each student in the apartment; and the third deficiency will result with a \$30.00 fine for each student in the apartment, and will be addressed by the dean's office for follow-up.

The purpose of dorm checks is not simply to determine how clean the apartments are staying. Being a good steward with our property is a part of our biblical mandate, and our staff believes cleanliness is a wonderful discipleship opportunity. MBC is entrusting you with this dorm facility to care for it in a responsible manner. In addition, good hygiene is way to love and respect those you live with.

Fire Prevention

In the event of a fire drill, follow the procedure posted in the residence hall and any instructions given by the RA(s). Do not return to the building until instructed to do so.

MBC allows candles in campus housing. However, due to the fire risk inherent with open flames, please follow these guidelines: All candles must be placed in a glass jar or similar container (no taper candles), kept in the center of tables, at least one foot away from walls, and not under a shelf or covering of any kind. Never leave candles burning when exiting the apartment.

Fire-protection equipment is for the protection of life and property. To use

fire-fighting equipment or alarms for any other purpose is not only unlawful, but it also endangers the lives of others in the community. Therefore, please do not detach smoke detectors at any time. If there is any beeping, please inform an RA. If a student removes a smoke detector, the facilities manager will issue a \$50.00 fine. Anyone discharging any safety equipment outside of an emergency will be expected to pay for its restoration and any damage incurred.

Utility Use

The cost of campus housing includes all utilities (heat, electricity, water sewer, and garbage). **PLEASE be conservation-minded!** If costs in these areas rise significantly, they will be passed along to students through rental increases.

- Please turn off all lights and other electricity-using items when exiting the apartment.
- Please conserve water and limit length of showers.
- Please do not open windows in the winter when the heat is running.
- Married students, please do not adjust thermostat in foyer. If you have concerns, please address them with the facilities manager.

Wall Fasteners

Wall fasteners are limited to a maximum length of 1 inch or any non wall penetrating hangers.

Bicycles

All bicycles should be kept locked in the bike racks provided and registered on an MBC vehicle/bicycle registration form. Also, bicycles should be labeled with the owner's name. Bicycles that are not registered and labeled will be treated as abandoned property (see page 17).

Pets

There is a "no pets" policy in effect in the dorms. This includes the pet of any visiting family member or friend. Any appeal regarding this policy should be made with the dean of students.

Firearms/Archery Equipment

Students who wish to bring firearms to campus must fill out the proper firearm and ammunition registration form and keep the firearms locked in the firearm storage room. **Firearms (rifles, shotguns, and handguns) are prohibited in dorm rooms and must not be stored in vehicles.** Students who

wish then to use their firearms must sign them out with the ammunition and sign them back in immediately upon returning to campus. RAs will assist students in this process. If you bring archery equipment with you to campus, please inform the dean of students.

Wireless Network Policies

MBC students can use either library computers or personal computers to connect to the Internet. The MBC network has content filtering and virus scanning enabled. Internet issues should be directed to Austin Ruhl, the IT Director.

Content Filtering

MBC considers the content filter to be an aid in discipleship. The system automatically logs each access to a blocked page and marks it with your computer's address. If you are regularly getting pages that are being blocked, MBC staff may contact you to assist you in making better choices.

Access

Use the following access information to use the MBC network in Cornerstone Hall, Dayspring Hall, Providence Hall, library, and the classroom wing of Grace Bible Church:

Network name - MBC access code - 951963rroc

Network Use Agreement

MBC provides network facilities and Internet connections to students and staff according to the following agreement.

MBC uses SonicWall content filtering for Internet connections. In so using, students agree to use the system with the restrictions imposed by that system. Those restrictions include:

- Some appropriate pages may be blocked.
- All blocked pages requested will be logged in the system with the computer address.
- Some inappropriate pages may not be blocked.

- It is further understood that if MBC staff notices that a student seems to be intentionally requesting inappropriate pages, that student will be contacted and encouraged to make better choices. Any student who does not respond appropriately to this situation will be subject to further disciplinary action.

The system also attempts to scan for viruses. Students are expected to agree to use the system with the restrictions imposed by that system, including:

- Not all viruses will be blocked and some computers may be infected. Some downloads will be blocked.
- No computer will be used in a malicious manner that would cause damage or slow down the MBC network or other computers on the system.
- Students will agree to limit bandwidth use and refrain from downloading large programs or streaming media during peak hours (8:00 a.m. to 8:00 p.m.).
- Students will abide by all legal regulations connected with Internet access.

Student Union Facility (SUB)

Guidelines for the Student Union Facility (SUB)

The SUB has been provided for the use of Montana Bible College first by the wonderful provision of the Lord and second by the gracious giving of many donors. Because we want to exercise responsible stewardship, we ask that students respect and adhere to all of the following guidelines.

SUB Hours

Sunday - Wednesday

Study/fireplace room: 7:00 a.m. - 12:00 a.m. This room is intended to be a quiet place for reading, study, prayer, or other activities where noise levels remain at a minimum.

TV /game room and kitchen/dining area: 8:00 a.m. - 12:00 a.m.

Thursday - Saturday

Study/fireplace room: 7:00 a.m. - 2:00 a.m. This room is intended to be a quiet place for reading, study, prayer, or other activities where noise levels remain at a minimum.

TV /game room and kitchen/dining area: 8:00 a.m. - 2:00 a.m.

Guidelines

Children under the age of 12 may not be in the SUB at any time without parental or adult child care supervision.

Students may use the projector for viewing movies at any time within the above hours. Students may not use the projector for video games. An exception can be made under two conditions. First, students must reserve the use of the projector one day in advance by filling out the Projector Use Form (ask an RA) and have it approved by the dean of students or the dean of women. Second, there must be at least four people actively involved in the event.

Students can play video games in the video game nook at their discretion. Please do not move the TV.

Do not remove any furniture from any area of the SUB. If any furniture is rearranged for any event or at any time for personal use, it must be placed back in its original position when finished.

Individuals or groups hosting a scheduled event (i.e., dinners, showers, parties) at the SUB are responsible for cleaning the room(s) used. This includes doing dishes, taking out garbage, and vacuuming or sweeping and mopping. **A request form for use of the SUB for a special event is available in the dean of students' office or from the RAs and must be filled out and approved at least one week prior to the event in order to avoid facility scheduling conflicts.**

During quiet hours the women's apartments are off-limits to men and men's apartments are off-limits to women, including the common area of the women's dorms. Bedrooms are always off-limits for those of the opposite sex no matter what time it is.

Legal Considerations

Statement of Submission

God calls all believers to submit to the governing authorities of the land. Romans 13 says, “Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God...render to all what is due them; tax to whom tax is due; custom to whom custom; fear to whom fear; honor to whom honor” (vv. 1, 7). 1 Peter 2:17 says, “Honor all men; love the brotherhood, fear God, honor the King.” Montana Bible College considers all violations of state and federal law to be sin and will call students to submit to all governing authorities.

The following are legal notices that apply to admissions and student conduct:

While every effort is made to provide accurate and up-to-date information, the College reserves the right to change, without notice, statements in the catalog concerning policies, academic offerings, rules of conduct, and charges for tuition and room.

The appropriate catalog, along with bulletins and student handbooks, determines student rights and duties with respect to the College. Matriculation constitutes an agreement by the student to abide by the rules, regulations, and policies of Montana Bible College.

Discrimination Policies and Grievances

Because God’s Word commands us to live out God’s character, Montana Bible College views discrimination as a violation of God’s law (Romans 12:18). The following are policies with regard to admission and student conduct in this area. Any matters of discrimination will be addressed promptly.

General Statement

Title VI of The Civil Rights Act of 1964 together with the Title IX of the Educational Amendments of 1972, require colleges “to adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints” alleging discrimination based upon age, gender, race, color, ethnic or national origin, qualified mental or physical disability, veteran status, or medical condition. Inquiries regarding compliance may be directed to the office of the president, Montana Bible College, 3625 South 19th,

Bozeman, Montana 59718 or by phone at (406) 586-3585. In compliance with those Acts and in keeping with God's law, Montana Bible College offers the following policy for the nurture and protection of our students:

Non-Discriminatory Policy

Montana Bible College does not discriminate on the basis of race, color, nationality, age, handicap, or ethnic origin in educational policies, admissions policies, scholarship programs, and other school-administered programs. The College makes every reasonable effort to meet the needs of those students with physical or mental disabilities which would hinder living or learning at this institution.

Montana Bible College allows any enrolled student, regardless of gender, to register for and complete any class offered at MBC. Montana Bible College does, however, restrict students seeking to complete their four-year degree in the pastoral concentration to men only (I Timothy 3:1-7; Titus 1:5-9).

Montana Bible College calls all its faculty, staff, and students to a holy life including sexual purity. The College will be consistent in dealing with sexual sins (including all unbiblical or extra-marital relations) in the enforcement of its policies for faculty, staff, and students. We affirm the dignity of all human beings as created in the image of God regardless of the behavioral choices they make. We rejoice in the fact that God encounters, embraces, forgives, and heals all people who are responding to His grace in repentance and faith. MBC recognizes the ongoing consequences of a person's sexual past, and will, as in other areas of morality, make decisions about the application of policy on a case-by-case basis according to the nature of the sin involved and the person's demonstration of continued repentance through the forsaking of sin with a renewed pursuit of holiness. We will demonstrate civility and compassion as we engage in dialogue with others on these issues.

Americans with Disabilities Act

In particular, Montana Bible College seeks to make all reasonable accommodations to comply with the Americans with Disabilities Act. Beginning with the disclosure of a disability to the admissions director, the vice president of academic affairs, and the dean of students and upon acceptance to Montana Bible College of a student with a disability, all reasonable effort will be made to accommodate the needs of the student in the area of housing, academics, and the social arena.

Questions regarding discrimination or disabled student services should be addressed to Montana Bible College, 3625 South 19th, Bozeman, Montana 59718.

Compliance with Local, State and Federal Laws

Every student is required to comply with all local, state, and federal laws.

Sexual Harassment

Montana Bible College does not condone any form of sexual harassment, whether verbal or physical, and any misconduct in this area is a violation of the policy of the College. In the event of any possible harassment, school officials will first talk with the parties involved (and other parties that might be witnesses) and determine the truthfulness of the situation. If harassment has indeed occurred, appropriate disciplinary action (including removal from campus, suspension, or dismissal) will be taken against the person found to have violated the policy.

Media Policy

Any “unwholesome” [i.e., actions inconsistent with our profession as Christ’s followers committed to holiness, truth, and proper stewardship of His blessings (possessions, time, etc.)] use of electronic media which may include, but not be limited to: e-mail text, chat, e-mail attachments, video files, audio files, electronic/Internet gaming, web page viewing, social network sites or file transfers is expressly forbidden.

Counseling

Counseling of students by Montana Bible College faculty and staff members is primarily limited to vocational and academic matters. Personal issues and other concerns related to the student’s progress in sanctification may be addressed in a context of discipleship. However, extended counseling or therapy for matters of ingrained sin or mental and physical health issues may be referred to the student’s pastor or a qualified counselor or physician.

Epidemic Awareness Policy

In the event of an illness or threat of disease on campus that represents a threat to the student population, MBC will exercise every possible precaution to prevent the spread of disease. When a possible contagious threat becomes known, MBC administration will inform students of the threat while at the same time attempting to protect the privacy of individuals already infected.

Students are asked to waive their own right to privacy at registration when signing permission forms. Should a student become ill, they may be asked again to waive their right to privacy against the possible effects of an epidemic.

Academic Integrity

It is the responsibility of the faculty member to pursue suspected incidents of academic dishonesty occurring within his or her classroom(s). If a student is found to be guilty of cheating, plagiarism, or another form of academic dishonesty, the faculty member is required to document the incident in writing and submit the report to the vice president of academic affairs. The first documented incident of academic dishonesty will result in the student failing the assignment or the course at the instructor's discretion, depending on the severity of the incident. Any subsequent documented offense of academic dishonesty by the student (regardless of whether it occurs in the same or any other course taken by the student at the college) will result in automatic failure of the course and expulsion of the student from the College for a minimum of one academic year.

Disciplinary System

Student Life

Disciplinary matters beyond the issue of poor grades will be handled in a manner as close as possible to the prescription of the Lord Jesus in Matthew 18:15-17. While some exceptions may exist to this procedure which would be subject to the discretion of MBC administration, disciplinary issues that could be helped by student participation as seen in Scripture is believed to be beneficial to both the students who may be in sin and those who would help them conquer sin (Galatians 6:1-2).

Any illegal activities engaged in by students will be referred to the appropriate local, state, or federal authorities.

Academic Discipline: Probation and Suspension

Whenever a student's semester GPA falls below 2.00, the record of the student's performance is reviewed by the academic committee. The committee meets between semesters to consider action on students who are struggling academically. This committee has the authority 1) to suspend a

student from the College for scholastic reasons; 2) to place a student on probation for scholastic reasons; and 3) to reinstate a student who has been suspended for scholastic reasons. A member of the academic committee will notify students in writing of the action agreed upon by the committee. The designation of **probation** or **suspension** will be entered on the student's permanent record. The guidelines are as follows:

1. **Academic Probation** - Students will be placed on academic probation when their semester GPA falls below 2.00. The following apply to students on probation:
 - a. Required participation in the Student Academic Success Program (SASP).
 - b. Limitation of credit load to 12 credits – The vice president of academic affairs reserves the option of approving individual classes.
 - c. No independent study classes
 - d. No internships for the probationary semester or the following semester
 - e. No involvement in extracurricular activities including (but not limited to) worship team or resident assistant

2. **Academic Suspension** – Students who are placed on academic probation for two consecutive or three total semesters will automatically be suspended. The following apply to students on academic suspension:
 - a. All scholarship monies terminate – All supporting bodies will be notified of the student's withdrawal from MBC.
 - b. Returning to MBC requires a revised re-application process with new references indicating a renewed commitment to academic success.
 - c. Upon return to MBC, all the mandates of probation listed above would apply.
 - d. Any additional probation is an automatic suspension.

3. **Extra-Curricular Participation** – Any student receiving a "D" or "F" grade at mid-terms or at semester's end in any individual class will be precluded from participating in any of MBC's extracurricular activities, including (but not limited to) worship team or resident assistant.

Student Academic Success Program (SASP)

Occasionally some students may need additional support to achieve academic success. These needs may be evidenced through a review of a new student's transcript, a mid-term progress report, referral by a professor, alert/probationary status, or by self declaration. The mission of SASP is to provide additional help to students so they may meet with academic success.

The primary avenue for assistance is one-on-one meetings with an academic coach who will work individually with the student to determine a plan of action for assistance. Students selected for participation in the program will be notified by the vice president of academic affairs.

If a student earns an "F" in a class, receiving credit for that class requires a complete re-taking of the class. The student must register for the classes again, pay the tuition fee, attend the class and complete all the work as though taking the class for the first time. Success the second time will result in the new, passing grade showing on the student transcript.

Appeals

Should the student wish to appeal a decision made by the academic committee, he or she may do so through the vice president of academic affairs within forty-eight hours.

Release of Student Records

All records of students, including application materials, financial records, and grades, are regarded as private by Montana Bible College. Release of these records to anyone other than the student is only made after the student has signed a release form. Forms for release of information are available in the registrar's office (the student information release authorization form). Records may be released to parents of students who are minors still under the guardianship of their parents.

FERPA

Montana Bible College operates under the regulations set forth by FERPA (Family Educational Right to Privacy Act). All students, faculty, and staff are expected to comply with this act. Information protected by this act includes medical and personal information provided by the student in the application process, grades achieved at MBC and other institutions, financial information regarding a student's bill at MBC, and spiritual and behavioral problems while

at MBC. Each of these areas is treated separately and accessible only by those with pertinent reason for knowing such information.

The general intent of limiting accessibility and passing on student information is to provide an environment in which student privacy is protected. Therefore, sharing of such information must be weighed carefully when discussing students or praying for them corporately. Where appropriate, permission for sharing information may be sought from the student (e.g., sharing grades or financial information with parents). However, without permission from the student in writing, MBC officials and students must be vigilant in protecting information entrusted to them by a student. Exceptions to student permission would include when the student may be considered in danger or could cause a threat to others or be a disruption to student life or the academic success of other students.

For further information please contact the dean of students' or the vice president of academic affairs' office.

Library Use

When in the library, please be respectful of those around you needing a quiet place to study. Quiet conversation is permitted throughout the library and is encouraged in group study areas (there are three group study rooms). The reference room is reserved as a silent study room with no talking permitted. The Yellowstone room functions as a student lounge (snacks and drinks are available for purchase). Eating is only allowed in the Yellowstone, Bridger, and Hyalite rooms. Drinks are permitted everywhere as long as the container has a spill-proof lid.

Please clean up after yourself in the library, but please DO NOT re-shelve books. Leave books on tables, desks, or in re-shelving locations. Library staff will gather them and count them for statistical purposes.

Please note that the library has surveillance cameras positioned throughout the building that record 24/7.

Hours

The library staff strives to make the library available during the most convenient times for students. The library will be closed during chapel, Tuesday lunch, and school holidays.

Checkout Policies

Students may take up to ten books for four weeks at a time, and can renew upon request. Reserve and reference books have limited circulation policies; ask your librarian for more information. Overdue items are subject to the following fines:

Books - \$0.10/day

Reference/Reserve Books/DVDs/Audio Books/Games - \$1.00/day

Services

- A comfortable place to work and study

- WiFi, Computer Lab, and Printing services (printed pages paid for by students)

- Inter-Library Loan, we can request to borrow any book you need for no charge

- Online catalog and other student resources available at montanabiblecollege.edu/library

- Access to a large theological journals database with quality full text evangelical and biblical articles

- Reference service from qualified staff, and one-on-one writing assistance through the Writing Lab

Summary Statement

We are so glad the Lord has brought you here to be a part of the family at Montana Bible College! What an exciting time of growth Bible college can be! Our prayer is that God be glorified in our lives as we live for Him.